

**FAUQUIER COUNTY PUBLIC LIBRARY
BOARD OF TRUSTEES
June 16, 2005**

**REGULAR PUBLIC MEETING, the third Thursday of each month
Program Room
Fauquier County Public Library
11 Winchester Street, Warrenton, Virginia**

Present

Board Members:

Barbara Severin, Scott District, Board Chairman
Alice Jane Childs, Cedar Run District
Lawrie Parker, Lee District

Staff:

Maria Del Rosso, Director
Ava Lee, Assistant Director
Linda Yowell, Technical Services Manager
Dawn Sowers, Public Services Manager
Terri Ludwick-Garonzik, Executive Assistant

CALL TO ORDER

Chairman Barbara Severin called the regular public meeting to order at 4:05 p.m., 16 June 2005, in the program room of the Warrenton library.

ADOPTION OF THE AGENDA

Mrs. Severin asked that the adjournment to closed session be moved to after Trustees Time to accommodate staff present for other agenda items. The revised agenda was adopted.

PUBLIC COMMENT

None.

MINUTES

Motion: To approve May minutes as presented and Closed Session Certification.

Moved, seconded, and passed by vote of those present as shown below.

<i>Member</i>	<i>Moved/Second</i>	<i>Voted No</i>	<i>Other</i>	<i>Voted Yes</i>
<i>Dr. Bailey</i>			Absent	
<i>Mrs. Childs</i>	M			X
<i>Mrs. Parker</i>	S			X
<i>Mrs. Severin</i>				X
<i>Tally</i>				3

APPROVAL OF PURCHASE ORDERS AND BILLS

Mrs. Severin asked for and received permission from the Library Board to ask the Finance Committee of the Board of Supervisors for funding to reserve water and sewer taps for the planned New Baltimore branch library. Mrs. Severin will report to the Library Board following the July Finance Committee meeting.

The Board approved by consensus purchase orders and bills for June as presented.

ADMINISTRATIVE REPORT

Mrs. Del Rosso said that on 28 June, the Department of Information Technology will work with technicians from Innovative Interfaces Inc. (III) to migrate Millennium, the library system software, from a Dell Xeon server to a Sun server. During the one-day migration the Millennium system will be unavailable to patrons both within and outside the library. With this migration, the library will have a "turnkey" contract; III will be responsible for both server and Millennium software, a departure from the previous contract when III was responsible for software only.

NEW BUSINESS

Warrenton Library Renovation

Library staff asked the Board for permission to close the adult services department (main floor) of the Warrenton library for roughly five weeks beginning in August 2005 for refurbishment. The staff proposed establishing a temporary branch library in the John Barton Payne building to provide minimal services during the renovation. Mrs. Severin asked the staff to notify the Community Worship Center of the need to meet in an alternative location while the John Barton Payne building is used as a temporary branch. Mrs. Parker asked about plans to inform the community about the renovation. Mrs. Del Rosso said that Public Information Coordinator Cynthia Taylor will place information in the Library News column in both local newspapers, as well as on the library website, and will also place posters around the library advising patrons of the renovations and planned closing dates.

Motion: To authorize closing the adult services department of the Warrenton library for roughly five weeks beginning August 2005; to instruct staff to take measures to accomplish the refurbishment in an expeditious manner; and to take appropriate measures to inform the community, specifically any organizations using the John Barton Payne building, of the change in hours of operation and altered services during the refurbishment.

Moved, seconded, and passed by vote of those present as shown below.

Member	Moved/Second	Voted No	Other	Voted Yes
Dr. Bailey			Absent	
Mrs. Childs	M			X
Mrs. Parker	S			X
Mrs. Severin				X
Tally				3

FY 2007-2016 Capital Improvements Plan

Mrs. Severin told the Board that the library submitted a FY 2007-2016 Capital Improvements Plan (CIP) on 26 May to the county budget office. The library requested funds to build a New Baltimore branch library (FY '08-'09), a new Warrenton library (FY '14-'15), and to renovate the current Warrenton library for use as an historic resources branch library (FY '16).

Motion: To adopt the library's FY 2007 – 2016 CIP submission.

Moved, seconded, and passed by vote of those present as shown below.

Member	Moved/Second	Voted No	Other	Voted Yes
Dr. Bailey			Absent	
Mrs. Childs	S			X
Mrs. Parker	M			X
Mrs. Severin				X
Tally				3

STATUS REPORT

John Barton Payne Project

In preparation for the 24 May Architectural Review Board (ARB) meeting, SWSG prepared and delivered to the ARB a concept design with elevations for an addition to the southwest corner of the John Barton Payne (JBP) building. On the morning of 24 May, the library received material from the ARB suggesting another solution to make the JBP accessible for disabled individuals.

Following receipt of the materials from the ARB, Library Board Chairman Barbara Severin spoke with Mike Baldauf, Chairman of the ARB, and it was agreed that a meeting should be held between library representatives, the library's architect (SWSG), the ARB's architect, and Mr. Baldauf to clarify matters and to agree upon a solution acceptable to all. At that time the library project was removed from the ARB agenda for 24 May.

On 31 May a meeting was held to discuss the two most recent proposals. In attendance at this meeting were library representatives, SWSG representatives, the ARB's architect, Mr. Baldauf, Fauquier Bank President & CEO, Randy Ferrell, and Deputy County Administrator Tony Hooper. The fourth proposal suggested by the ARB was determined to be unsuitable due to violations of several code issues and did not meet project criteria. It was agreed that an addition on the Waterloo Street side of the building should be reconsidered with a few modifications to the design originally proposed by SWSG. SWSG was asked to develop very basic concept drawings to present to the ARB for consideration at its June meeting.

Bealeton Library Sign

The Planning Commission will address the proposed amendment to the zoning ordinance that will allow a second sign at the Bealeton library at its meeting on 30 June. The amendment has the support of John Meadows, Lee District representative to the Planning Commission.

Parking Committee

Mrs. Severin reported that two members of the Fauquier County Board of Supervisors had recently met with supervisors in Culpeper County to discuss parking garages.

BOARD OF TRUSTEES TIME

Mrs. Severin said that she has been asked by Mr. Sam Clay, Director of Fairfax County Public Library System and past-president of the Virginia Library Association, to write a letter to all library board trustees in Virginia to encourage them to contribute to the Library of Virginia foundation. The Board had no objection to Mrs. Severin fulfilling Mr. Clay's request.

Mrs. Del Rosso asked permission to close the library on Sunday, 3 July 2005, in anticipation of the 4th of July holiday. Staff scheduled to work on the 3rd would be given the opportunity to make up their hours or use annual leave if they choose.

Motion: To authorize the library to close on Sunday, July 3, 2005, and to allow staff scheduled to work that Sunday to make up the time if they choose.

Moved, seconded, and passed by vote of those present as shown below.

<i>Member</i>	<i>Moved/Second</i>	<i>Voted No</i>	<i>Other</i>	<i>Voted Yes</i>
<i>Dr. Bailey</i>			Absent	
<i>Mrs. Childs</i>	M			X
<i>Mrs. Parker</i>	S			X
<i>Mrs. Severin</i>				X
<i>Tally</i>				3

Adjournment to Closed Session to Discuss Personnel, Pursuant to the Code of Virginia 2.1-344 (a)(1).

There being no further business, the meeting adjourned at 4:47 p.m. to closed session to discuss the library director's annual evaluation.

The next regularly scheduled meeting of the Library Board will be held on Thursday, 21 July 2005, at 4:00 p.m. in the Warrenton Library Program Room.

See attachments for official record of the Board motions for Closed Session and for the Certification of the Closed Meeting.

Secretary

Chairman

Closed Meeting
Record of the Library Board Motions

Date: *June 16, 2005*

Motion: To adjourn to Closed Meeting pursuant to Virginia Code §2.1-344(a) to discuss:
☒ (1) Personnel
☐ (2) Real Estate
☐ (3) Other (Specify section from Code)

<i>Member</i>	<i>Moved/Second</i>	<i>Voted No</i>	<i>Other</i>	<i>Voted Yes</i>
<i>Dr. Bailey</i>				
<i>Mrs. Childs</i>	✓			✓
<i>Mrs. Parker</i>	✓			✓
<i>Mrs. Severin</i>				✓
Tally				

Motion: to adjourn Closed Meeting back to regular meeting.

<i>Member</i>	<i>Moved/Second</i>	<i>Voted No</i>	<i>Other</i>	<i>Voted Yes</i>
<i>Dr. Bailey</i>				
<i>Mrs. Childs</i>	✓			✓
<i>Mrs. Parker</i>	✓			✓
<i>Mrs. Severin</i>				✓
Tally				

Motion: To reconvene in Regular Session.

<i>Member</i>	<i>Moved/Second</i>	<i>Voted No</i>	<i>Other</i>	<i>Voted Yes</i>
<i>Dr. Bailey</i>				
<i>Mrs. Childs</i>	✓			✓
<i>Mrs. Parker</i>	✓			✓
<i>Mrs. Severin</i>				✓
Tally				

Motion: To certify the Closed Meeting in accordance with Virginia Code §2.1-344(a).

<i>Member</i>	<i>Moved/Second</i>	<i>Voted No</i>	<i>Other</i>	<i>Voted Yes</i>
<i>Dr. Bailey</i>				
<i>Mrs. Childs</i>				
<i>Mrs. Parker</i>				
<i>Mrs. Severin</i>				
Tally				

Action taken as a result of the Closed Meeting is recorded on Page 2

Action taken as a result of the Closed Meeting:

Motion:

*To approve the personnel evaluation of
Marco Del Rosso, Library Director*

Discussion:

unanimously approved

Moved, seconded, and passed by vote of those present as shown below:

<i>Member</i>	<i>Moved/Second</i>	<i>Voted No</i>	<i>Other</i>	<i>Voted Yes</i>
<i>Dr. Bailey</i>				
<i>Mrs. Childs</i>	✓			✓
<i>Mrs. Parker</i>	✓			✓
<i>Mrs. Severin</i>				✓
<i>Tally</i>				

CERTIFICATION OF A CLOSED MEETING

WHEREAS, the Fauquier County Public Library Board of Trustees has convened a closed meeting on this date to an affirmative recorded vote and in accordance with the Public Procurement Act of Virginia.

WHEREAS, Section 2.1344(A)(1) of the Code of Virginia requires a certification by this Board of Trustees that such closed meeting was conducted in conformity with Virginia Law; now, therefore, be it

RESOLVED, this 16th day of June 2005, that the Fauquier County Public Library Board of Trustees certifies that, to the best of each member's knowledge (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Fauquier County Public Library Board of Trustees.

VOTE:

Ayes: 3

Nays: 0

Absent During Vote: Dr. Bailey (No Center District representative has been appointed)

Absent During Meeting: Dr. Bailey